



# City of San Antonio Police Department



*An Organization of Value-Oriented People,  
Reflective of Our Diversity  
Dedicated to Serving the Community  
With Integrity, Honor, and Fairness;  
That All May Know Justice, Equality  
And Freedom under the Law.*

## FEE SCHEDULE

### POLICE REPORTS

Accident Reports	\$6.00
Certified Accident Report	\$8.00
Incident Report	\$0.10 per page for the first 50 pages (on-site reports)*
Offense Reports	\$0.10 per page for the first 50 pages (on-site reports)*
Police Surveys	\$18.00/hr (pro-rated) plus \$0.10 per page
Certification	\$2.00 extra
Research fee (no case found)	\$2.00

**\* PLEASE NOTE:** All reports more than 2 years old are stored in the Archives, which is located in an off-site storage facility. A charge of \$18.00 an hour (pro-rated), plus 10 cents per page applies to all reports that have to be retrieved from the Archives. On-site report request more than 50 pages \$18.00/ hr (pro-rated) Labor Fee in addition to report fees.

### FINGERPRINTS and IDENTIFICATION SERVICES

Background Checks (Personal, Employment, Housing)	
Clearance Letter	\$10.00 per letter
Criminal History	\$10.00 per transcript
Consulate/ Immigration Letters	\$10.00 per letter
Finger Prints	\$10.00 per card
Notary / Certification	\$5.00
COSA EMPLOYEE APPLICANTS	NO CHARGE

Background Checks (City Permit Applicants)	
Grounds Transportation	\$54.25
Home Improvement	\$25.00
Down Town Vendors	\$25.00 Plus \$15.00 and \$ 18.00 Money Order*
Mobile Food Vendors	\$59.25
Peddlers' License	\$25.00
Manager Permit (HD)**	\$100.00
Floor Manager (HD)**	\$50.00
Owner/ Operator (HD)**	\$375.00
Entertainer (HD)**	\$50.00

\* \$15.00 Money Order Payable to TX DPS, \$18.00 Money Order Payable to Treasury of the US

\*\*Human Display

214 West Nueva Street  
(210) 207-7484  
(210) 207-4TTY (4889)

*"An Equal Opportunity Employer"*

P.O. Box 839948  
San Antonio, Texas 78283



# City of San Antonio Police Department

---



*An Organization of Value-Oriented People,  
Reflective of Our Diversity  
Dedicated to Serving the Community  
With Integrity, Honor, and Fairness;  
That All May Know Justice, Equality  
And Freedom Under the Law.*

214 West Nueva Street  
(210) 207-7484  
(210) 207-4TTY (4889)

*"An Equal Opportunity Employer"*

*P.O. Box 839948*  
San Antonio, Texas 78283